

Copy for DDP/2  
9 April 1963

MEMORANDUM FOR THE RECORD

Subject: Survey of the Registry Operations, WH Division

1. On 20 March 1963, [ ] WH Division, asked me if the Records Management Staff would undertake a Survey of the operations of their Registry. He said that he had discussed this matter with [ ] Chief, RI who had suggested that he call me.

2. On 26 March, I discussed this Survey with [ ] in detail and advised him that we would begin the Survey on 1 April 1963 and that [ ] would undertake it. He said the basis for requesting the survey was due primarily to what appeared to be an excess amount of overtime being performed every pay day. For instance, the Chief of the Registry, GS-9 has been working exactly 40 hours overtime every pay period. It was his observation also that despite the large amount of overtime, there appeared to be considerable inactive time in the Registry during the day.

3. I advised him that we would begin this Survey on 1 April. In the meantime, I suggested that he advise [ ] who is the Records Management Officer for DDP that we would make the survey. I also suggested that he advise the personnel in the Registry of the survey. He said that he had discussed this with [ ] Chief of the WH Division and that he was in favor of the Survey.

4. I discussed this survey with [ ] on 26 March and he saw no reason why we should not proceed with it.

[ ]

KH

YAS

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	7D-24, Headquarters		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Bob:

Here is a copy of a new Form that [redacted] developed at the request of the Courier Task Force. Supplies have been distributed to the Chiefs of all Support Staffs and the Building Supply Offices. The objective is to have originators of written communications attach one of these forms when Priority is required and send it by Tube rather than by Courier.

Attachment:

Form [redacted]

HERE TO RETURN TO SENDER

FR [redacted] ADDRESS AND PHONE NO. DATE

604 - 1015 10th St. RecAdminOfficer/DDS 7/23/63

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